



GSK PnF Minutes- 26th February 2025

Agenda Item	Sub item	Comments	Action Required	Person Responsible	Due Date	Done
Meeting open: Attendance Apologies Opening prayer read by April Hunter		6.03pm Fiona Daly, Stephanie Kingston, April Hunter, Deborah Glorie, Diana Newman, Paul Hansen, Dylan Teicher, Anna Tomeo, Amy Shannon, Flavia Emili, Tia Hatfield, Lara Miller, Mary Black, Rochelle Hall, Saima Rahmani, Muhammad Rahmani Christine Kohler, Danica Smith, Kylie Richards, Vicky Hassall, Jennifer Hebden				
President's report		- See attached item 1 - End of tenure for April, Fiona, Steph. If anyone is interested in taking up these places for 2026, please think about it. - Still no kindy rep, but Steph is willing to take it on and find another parent to join her. - Year 3 rep: Leonie has agreed to take it on again as no one else has come forward. This year group will not be committed to an event on their own but the PnF will be asking for help from them for other events throughout the year. Paul discusses that there has been a large shift in the cohort over the years and thanks Leonie for stepping up again this year. - Successful year for 2024, but on reflection there were too many events so the plan for 2025 is to have less events and focus on quality.				
Principal's report		- See attached item 2				



		- Thanks from Paul for everyone in attendance and thank you for the year of 2024. - Grant application has been approved, given that a certain political party gets voted in at the upcoming election. - 22nd/23rd March for commitment masses. - Looking at a Tuesday afternoon in around week 6/7 for the Year 2 parents to have an information evening. - Stephanie asked what the reasoning was for change of date to swimming this year. The program was changed this year as the government schools are given preference from Vacswim. GSK submitted some preferences and have been given what we've got which is week 9 and 10 of term 3.				
Correspondence In/Out		- Email confirming booking/hiring for the sundowner event - Fundraising emails for Mother's Day etc, can forward onto relevant year group reps. - Dominos Kelmscott fundraiser, may be an easy way to make money throughout the year without needing hands on help.				
Treasurer's Report	- January Finance Report - February Finance Report - Year 6 Graduation money	- See attached item 3 - includes \$1000 for the sundowner budget. - Total of 11932.42 remaining of 2024 funds to be spent at the school. - See attached item 4 - In draft format at present. - April has a query as she is unsure. The money raised each year from the school carnival which goes straight to the Year 6s. What happens if the money doesn't all get used, and where is the record of that? Does it go back into the PnF account? How do we report it annually to make sure there is record of it. Diana answered that there is a	Nil action required.			



	- Money from Bunnings fundraiser last year	spreadsheet sorted out with Jenny and the parents, all of the money is used for the graduation. That money is also used to pay for the children's lunch on their final day of school. Any leftover money is used to purchase ongoing items to use as supplements for the school graduation including crockery, cutlery, fabrics, glass dispensers. April wondering where the report for it needs to go, as in into the PnF annual report or the School AGM should report it. Paul has reassured that the PnF are not responsible for reporting on it as part of their budget and the school organises this. - A suggestion that maybe the Year 6 funds get reported back to the PnF. Just wanting to make sure that all funds are accounted for. The funds and transactions are balanced after the School AGM so there is a difficult time to report it. Just wanting to make sure that there is a record somewhere for it. Diana was able to present the reports from the last three years which is handed out to each set of Year 6 parents annually. Committee happy that the school handles all of these funds and the PnF are not required. - Balance in January finance report includes \$1630.16 made from Bunnings sausage sizzle last year. - Fiona has a proposal for the spending, buying some lawn games to use for events throughout the year. She has done up some quoting for the games at Kmart, total is \$187 at this point. Steph has proposed a budget to spend for \$500. Paul would like to know how they're stored. We have suggested in the PnF storage area in their purchased storage bags. - Paul has suggested that a small shed is possibly empty and may be a solution for storage. He will check if it's good for storage and then go from there. - Unanimous agreement to spend \$500 on the lawn games for now and look into spending for future events at a later meeting. Fiona will take over the purchase.	Fiona to purchase Investigate shed availability	Fiona Paul		
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		- Anna Tomeo has also said she has a cornhole game which she is happy to donate to the school as well.				
General Business	- CSPWA affiliation fee - Event Planning for 2025 - 2025 Budget proposals	- Steph is proposing that we affiliate with CSPWA again as they have been invaluable for the PnF Exec over the last couple of years. Allows us to use their resources and training, go for advice and make sure we are all doing the current things as a PnF as well. The fee this year for 2025 is \$880. Unanimous agreement to move forward and pay the fee. - See spreadsheet attached item 5 - Interschool Cross Country date: 23rd May - Sundowner for 2026, will be the exec team. 13th March 2026. \$1000K budget; all present agree on the budget - Campout date: \$700 usually around mid November TBC - Leadership team have proposed extending the colour run for a bit of a foam fest and dance party for the afternoon. Still a concern around parent supervision, if it's after hours, so suggestion is for all of the event to be in the school hours. This would also mean no disco. - Anna Tomeo: wants to know how the sponsorship is run during school hours. Stephanie and April explained that it is a sponsorship card for each child as per the last colour run. Exec have thought the Year 2 and Year 5 parents with the exec will run it. Paul and Diana think the start of Term 4 either week one or two will work best. 24th October. Proposed date. Stephanie has proposed \$2500k for the budget. All present agree to their proposed events for the year, and all present agree to the proposed budgets for all events. - Cakes for Sacraments: ~\$120 - Buses for CSPAF: \$4000 to start with and then if the school require more, the school then come and ask for further approval.	Pay the affiliation fee	April to fill out forms for payment	asap	



	- 2024 allocated funds	- All present are happy with spending this money for the two above items. - Dylan reports the Fathering Project affiliation fee has been paid because of the successful grant application. As there is no expense for the affiliation fee this year, exec propose we still give the GSK Dads some money for an extra event through the year if they would like it. Unanimous decision to give the Dads of GSK \$500. - Following on from last year, although the bush hut was allocated, the budget leftover will not be enough to get a good structure and therefore may not be in the best interest for the school spending. The application for a grant from the government includes a new cubby house for the Kindy/Pre-Primary area, proper fencing for the carpark and new shade sails. Paul would like to use grant money for these as he doesn't feel this is a responsibility of the PnF to cover. Other suggestions include - The water fountains need replacing so refilling a bottle is accessible but they are expensive and may not be in the budget. Worth exploring - Also, the proper resurfacing of the court; Paul has had a couple of companies come and look at the surface and refinishing it. The paint company the school uses has suggested blasting over what is there, prime and then repaint. The new paint has some grit in it so it is less slippery. Then a new company will come in to look at the line marking. Paul believes this will be 10-12k Paul and Stephanie would like to take ideas from the PnF around the table on where to spend the remaining 2024 funds: Dylan: the lawn, see below				
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		Dylan: soccer goals for the oval. Stephanie suggested we could look at multisport nets. Paul has agreed that would be a good idea too Rochelle: if the work on the top court is done again, can it please be appropriate for netball too? Paul has confirmed that the aim is the line markings will be corrected to suit both basketball and netball. Flavia: something for Bush school so it can be used for the upper classes: a shaded area perhaps. Something out there would be need be more structural therefore it's on the list for the 2025/26 spending. Fiona: low basketball hoop for the smaller children so they can play basketball too: Paul and Diana have suggested a small area which may work. Will need to investigate options further Paul would like to know if we make a decision here at the PnF or if we go to the broader community. A vote has been taken: unanimous decision around the table for the allocation of remaining 2024 funds to be decided by the PnF around the table. All the above ideas can be investigated further and then come back with quotes etc for the next meeting.				
	- Sundowner event	-asking for registration so we can let the food trucks know rough numbers. - Stephanie has explained all the event information - Flyers will be out in bags for next Wednesday. - is there allowed to be alcohol at the event: drinking will not be advertised but responsible drinking on the evening is acceptable.				
	- Dads of GSK	- Event coming up, please share around Thursday 13th March. - Dylan has some plans for this year and is working on finding a replacement while he is away for the 6 months. There are some possible names on the list.				



	- Sleeve of paperwork from Jenny.	- Jenny has given Diana a slip with papers for all the forms needed to run an event: reimbursement forms, floats etc. all sleeves handed over to April. April will pass on to the respective year group leader when their event is coming up. One sleeve handed to Lara Miller tonight for the Mother's Day stall				
	- Uniforms have been requested to come up at the next meeting	-				
	- Dylan has asked about the oval resurfacing	- Paul has discussed that 100s of thousands of dollars could be spent over the years to make the lawns excellent but Paul is wondering if the return on that process is worth it. - He has spoken with Dave Vallis who is Grounds Keeper at Mazenod where they resurface etc every year to change the quality of the soil. - Decision is that the oval improvement can be added to the 2025/26 major project wishlist for the school survey.				
Meeting closed Next Meeting		- 7.53pm				



Attached item 1

Fiona, April and I will all tenures end at the end of 2025. April is planning on transitioning out of a P&F leadership role into a School Advisory role, that means we will be hunting for a new Secretary/Treasurer in 2026.

Fiona and I have agreed to see how this year goes prior to making any commitments. However, if decided to follow a similar structure to last year we are allowed to by our previously agreed to Terms of Reference.

We have an all but full class representation list – Kindy hasn't officially got someone however I am currently taking on that role till we find a willing parent to assist or take over. Year 3 also didn't get anyone interested in being their class representative, Leonie has kindly offered to be the contact person, which I really appreciate.

This meeting is designed to be a planning meeting and therefore we have kept the general business as little as possible. Some items that will be coming up for discussion in the near future, likely next meeting is, uniforms and 2025 spending.

Quick reflection on last year, it was successful from a "community" and "fundraising" perspective. However, the leadership team are in agreeance that there were too many, particularly when many relied upon us to organise and run them. Our plan this year is to reduce that and focus on some greater events, planning and creating documentation to assist the P&F's future.

CSPWA affiliation for 2025

I am proposing we agree to be affiliated with CSPWA again this year, they have been a valuable resources for our leadership team throughout 2024 and continue to advocate for the parents of the Catholic School Community.

The total fee for 2025 has already been sent and is \$888.03 for the year (GST inclusive).

If we agree to this, we will again use the terms of reference supplied with our affiliation. The leadership team will sign this documentation and keep it on file. A copy will be attached on the minutes.



Attached item 2

GSK Parents & Friends Meeting: Wednesday 26th February 2025

Administrative Details:

- **Successful Grant Application** – in the final 2 weeks of the 2024 school year, we were working through a process to apply for a \$60K grant from Tony Buti's office. In the middle of January we were informed that we were successful with our application, provided the election result falls their way. We have earmarked some projects with this money if it is received: replacing coppers logs around the carpark with fencing and looking at some seating for parents under the trees near the Drop Off shed. We also need to look at replacing some shade sails around the school and the cubby in Kindy.

Religious Education

- **Welcome back to School Mass** – celebrated as a whole school (from Years 1-6) in Ward House on the second day of the new school year.
- **Ash Wednesday Mass** – will be celebrated next Wednesday morning at 9:30am at the Church, to signify the start of the Lent season.
- **Sacramental Parent Information Evening** – will take place on Wednesday 12th March at 6pm in Ward House for the parents of children in Years 3, 4 and 6.
- **Commitment/Commissioning Mass** – will take place on the weekend of Saturday 22nd March and Sunday 23rd March with the Commissioning Mass being the Sunday Mass at 10am.

Staffing

- Challenging Start to the school Year – with the sudden passing of our Year 2 teacher, Claire Goldie, we had a very challenging start to the school year. We were able to achieve a sense of closure supporting Claire's family at her funeral back on Wed 19th February. Our new plan for Year 2, at very short notice has come together really well and this will ensure the children are set up for a great year.

Academics

- **Year 6 Young Leaders Day** – our Year 6's had a great day last Wednesday at the Young Leader's Day learning about leadership skills and how these skills can be transferred into different domains. The guest speakers throughout the day were very successful people in their chosen field of expertise.
- **Start of the Year testing** – this is always a time at the start of the new school year to formally assess the children and based on the tangible data, identify the students who could benefit most from the Literacy Support program, Sounds Write. This program is a small group intervention program where 4 students in each class will come out for 4 intensive sessions per week.
- **Further developed Support program** – in 2025 we have also initiated a more intensive 1 to 1 program with a small number of students at our school, using what is



called the UFLI program.

Sport

- **Swimming Training** – thanks to all the families of children from Years 4-6 who have committed to bringing their child along to the Armadale Aquatic Centre for swimming sessions from 7:30am – 8am on Monday and Tuesday mornings. Our hope is that these sessions will assist to prepare the children for our upcoming Interschool swimming carnival on Friday 14th March.
- **Swimming program for 2025** – just a reminder to everyone that our fortnight of swimming lessons will take place this year in the last 2 weeks of Term 3, from Monday 15th September – Friday 26th September. As a result of the timing of the swimming lessons, our plan is to hold our school swimming carnival in Term 4 this year, with a date yet to be confirmed.
- **Year 5/6 Cricket carnival** – we are working towards selecting a boys team and a girls team to represent our school at the interschool cricket carnival on Friday 28th March.

Maintenance:

- **Synthetic grass area near undercover area** – removing all the pea gravel near the under covered area has made a big difference in that part of the school.
- **New Slide and Steps adjacent to Kindy classroom door** – was a necessary development after a staff member had an accident walking down the fairly steep area in front of the Kindy classroom, that has made a big difference to that part of the school.

Enrolments

- All classes in the high 20's (Year 6 has 31) except Pre-Primary which has 20 and Year 3 which has 22, 86% capacity.

Paul Hansen



Attached item 3

Good Shepherd Catholic Primary School P&F Finance Statement: January 2025

Comments

#7801 Opening Balance (Credit)	\$	14,562.58
<u>Income</u>		
P&F Levies Movement		
Total Income		
<u>Expenses</u>		
Nil Expenses	\$	0.00
Total Expenses	\$	0.00
<u>Movement</u>		
Movement	-\$	(0.00)
#7801 Closing Balance (Credit)	\$	14,562.58
Check (should be zero/blank)	-\$	(0.00)



Attached item 4

Good Shepherd Catholic Primary School P&F Finance Statement: February 2025 - DRAFT ONLY

Comments

#7801 Opening Balance (Credit)	\$	14,562.58
<u>Income</u>		
P&F Levies Movement	\$	11,755.00
Nil Other Income	-\$	(0.00)
Total Income	\$	11,755.00
<u>Expenses</u>		
Nil Expenses	\$	0.00
Total Expenses	\$	0.00
<u>Movement</u>		
	\$	11,755.00
#7801 Closing Balance (Credit)	\$	26,317.58
Check (should be zero/blank)	-\$	(0.00)



Attached item 5

Event	Budget 2025	Event Date	Reps
Mothers Day Stall	\$ 700.00	9-May	PP
Fathers Day Stall	\$ 700.00	5-Sep	YR1
Staff Appreciation Day	\$ 150.00	22-Oct	Kindy
Interschool Crosscountry Bake Stall	\$ 200.00	23-May	Y4 & Y3
2025 Sundowner (Welcome Back Picnic)	\$ 1,000.00	13-Mar	Leadership Team of 2026
Dads Camp Out	\$ 700.00	Mid November	Dads of GSK
Colour Run	\$ 2,500.00	24-Oct	Yr2 & Yr5 & Leadership Team
Sacrament Cakes	\$ 120.00		
Performing Arts buses	\$ 4,000.00		
CSPWA 2024 Affiliation Fee	\$ 900.00		
Fathering Project - Primary School Engagement Renewal Fee	\$ 500.00		